

# Writing Formats for IB Mandarin B

Prescribed Communicative Purpose		Examples	Chinese Key Terms
Description	Factual	Set of instructions Guidelines Introduction	说明书 instruction manual 描述, 简介
Narration	Factual Imaginative	Statement to the police Anecdote	报告交通事故, police report 日记 演讲/竞选 speech/election speech
Written interaction	Informal Formal	<ul style="list-style-type: none"> <li>Letter to friend or family</li> <li>Business letter, job application</li> </ul>	家书 请假便条 letter requesting for leave 病假便条 letter requesting for sick leave 简历/申请/履历 job interview
Explanation	Factual	Report of a situation or event	报告 report
Argument	Controversial	Letter to a newspaper Speech on controversial issue	投稿, 辩论, 演讲稿, 陈述, 建议, 议题
Analysis and Critique	Subjective	Review of book, film or play	网络日志/博客/文学讨论区 Internet blog 书评, 读后感, 影评。
HIGHER LEVEL (Privileged)			
Description	Evocative	Brochure, Pamphlet	章程/简介/手册/注意事项/简章/传单/旅游指南中/宣传册
Spoken interaction	Reported	Interview	采访/会见/对答/会谈/访问/接见
Explanation	Argumentative	Proposal	建议书/倡议书/提案

Argument	Balanced	Essay, analysis of evidence	论题, 看法, 提出证明, 分析, 辩论 debate

1. 日记 diary/journal entry
2. 辩论 debate
3. 报告 report
4. 演讲/竞选 speech/election speech (当选: be elected)
5. 简历/申请/履历 resume (a useful phrase to use: 最佳人选)
6. 故事(讲义内容) story
7. 采访/会见/对答/会谈/访问/接见 interview (要有记者与对象)
8. 投稿 (write an article for the newspaper)
9. 戏剧/对白 play
10. 网络日志/博客/文学讨论区 Internet blog
11. 信 Letter
  - 家书 letter to a family member
  - 请假便条 letter requesting for leave
  - 病假便条 letter requesting for sick leave
  - 邀请信/卡 invitational letter
  - 慰问信/安慰信 letter to comfort those who are sad
  - 建议书/倡议书/提案 proposal
12. 章程/简介/手册/注意事项/简章/传单/旅游指南中/宣传册 Brochure
  - 广告 advertisement
  - 说明书 instruction manual